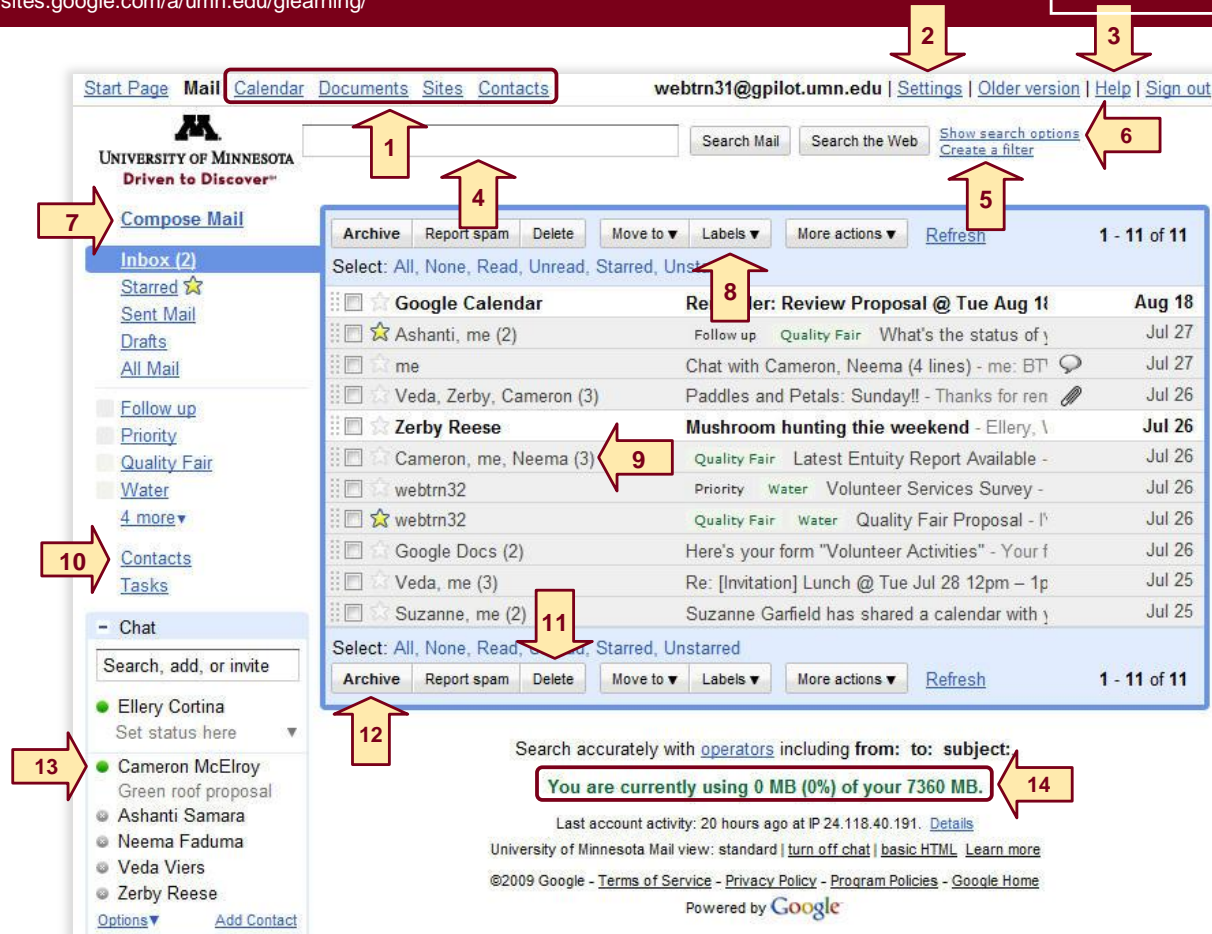


Gmail Quick Reference Guide

<https://sites.google.com/a/umn.edu/glearning/>

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.



Help with Gmail

- 3 Click **Help** to see tons of help info by Google, including step-by-step guides, video tutorials, and user forums.

Gmail Settings

- 2 Click **Settings** to: upload your picture, create a signature, set an auto reply (vacation responder), create labels, create filters, and much more.

Search for Mail

- 4 Type a whole word or phrase in the Search box. **You can't use partial words or wildcards.** For example, to search for "Fair," you can't use "fa" or "fa*" in the search. The search is conducted throughout the entire mailbox — except Spam or Trash — even archived items.
- 6 To search on specific fields, click **Show search options**.

Filter Incoming Mail

- 5 Click **Create a Filter** > choose the criteria for incoming messages > **Next** > choose the actions you wish to be performed on the e-mails > **Finish**. If you don't want filtered messages in your Inbox, check **Skip the inbox** to have them automatically archived.

Compose a New E-mail Message

- 7 Click **Compose Mail** to write a new message. Attachments can be no more than 25 MB. Store large documents in NetFiles (<http://netfiles.umn.edu>). Or if it's a Google Doc, just share it!

Use Labels to Organize Your Mail

- 8 Check the box to the left of a message and click **Label**. You can also drag a label from the left onto a message to apply it. Labels take the place of folders. A message can have many labels. Click a label on the left to view all items with that label.

Conversations vs. Messages

- 9 The number in parentheses indicates how many threads — or messages — are in a conversation. A conversation may contain one or more messages.

Chat

- 13 Click a contact's name to initiate a chat with that person. With a chat window open, click **Video & More** > **Group Chat** to invite other people to the chat session.

Contacts (Address Book)

- 10 **Contacts** is your address book, where you can also manage groups. Gmail is not connected to the U of M's LDAP system, but addresses are automatically added to Contacts every time you send an e-mail.

Go to Other Google Apps

- 1 Click on a link for a Google App to go to another app in a new tab, such as **Documents**, **Calendar**, or **Sites**.

Trash

- 11 Deleted conversations are moved to the Trash. **Trash is automatically emptied every 30 days.**

Archived Messages

- 12 Archive messages to remove them from your Inbox. They'll still come up on any search. If you labeled your messages, simply click on the Label in the list on the left to bring up those messages — archived or not. Unlike deleted messages, **Archived mail is not automatically emptied from your mailbox.**

Mailbox Storage Limit

- 14 Mailbox storage space is limited. Check here to see how much space you have available in your mailbox.